

Lead Agency process with Luxembourg

Introduction

Under the Lead Agency process, a joint application by researchers in Switzerland and Luxembourg can be submitted to one of the two national research funding organisations. The submission process is governed by the provisions in force at the relevant organisation.

Lead Agency proposals must have a joint research question and a joint research plan. According to the Lead Agency Agreement, the project parts carried out in the individual countries must be interdependent and complementary. The costs are calculated on the basis of the relevant national guidelines.

The Lead Agency process forms part of the SNSF's project funding scheme and is not a funding scheme in its own right. It does not have its own budget and is subject to the same provisions that govern project funding. Hence applicants may only submit a Lead Agency application if there are no thematic overlaps with applications being evaluated at the SNSF or with ongoing projects.

1. General conditions

1.1 Funding schemes

The following SNSF funding schemes are open to the Lead Agency process:

- Project Funding

The following FNR funding schemes are open to the Lead Agency process:

- Scientific projects in independent basic research with an international element (CORE programme)

1.2 General conditions

If you prefer to submit your Lead Agency proposal in a language other than English (only possible in certain disciplines of the humanities and social sciences), you will need to discuss this with all involved agencies in advance.

The maximum duration of projects submitted to the SNSF is four years. Projects submitted to the FNR have a maximum duration of three years.

Please note that due to the coordination with the partner organisation the evaluation usually takes longer than the evaluation of regular projects.

As of 1 July 2017, the proposal must include a [Data Management Plan](#) (DMP) set up according to the requirements issued by the SNSF.

2. Submission

2.1 Choosing the Lead Agency

The Lead Agency is located in the country in which a larger amount of research work is conducted. This is determined by adding up the number of months that each member of the team works on the project. The funding agency applying for the highest number of *person months* is the Lead Agency. In unclear or borderline cases, the funding organisations involved must be contacted to determine the Lead Agency prior to submission.

2.2 SNSF as Lead Agency

If the number of *person months* applied for is higher in Switzerland, the application has to be submitted to the SNSF. The submission deadlines are the same as for project funding, namely 1 October and 1 April.

You only need to submit one application. In the research plan, you must describe the overall project as well as the sub-projects in both countries.

Separate budget plans must be submitted for the individual sub-projects. Please enter the budget for the Swiss part in mySNF. The Luxembourg budget has to be entered in the [budget form](#).

The research partners in Luxembourg fill in the required [FNR forms](#) and submit them together with the application via the Online Grant Management System at the FNR.

2.2.1 Submission via mySNF

The Lead Agency process is part of the SNSF's project funding scheme and is not a funding scheme in its own right. **When creating a new application in mySNF, select Project Funding Division I-III.** Enter the project partners in Luxembourg as further applicants. Enter the budget of the Swiss sub-project in the data container "Requested funding". For the Luxembourg budget, fill in the [budget form](#) and upload it in the data container "Lead Agency and other agreements". The DMP is an integral part of the grant proposal and its content is directly entered in the mySNF submission form. The DMP applies to all research data that will be produced or reused during the course of the project.

2.2.2 Evaluation

The overall project is evaluated by the evaluation body of the relevant SNSF division. The regular evaluation procedure also applies to Lead Agency applications.

2.3 FNR as Lead Agency

If the number of person months applied for is higher in Luxembourg the application has to be submitted to the FNR. The conditions for FNR single projects apply and you need to complete the relevant forms. The FNR does not set any specific submission dates, and applications can therefore be submitted all year round.

The Swiss part of the application is governed by the SNSF conditions (formal requirements for Swiss applicants, budget of Swiss sub-project and thematic overlap with other SNSF projects).

Applications for which the FNR acts as lead agency must be submitted by the FNR's annual CORE deadline in April.

2.3.1 Submission via mySNF

For administrative reasons, you also need to submit the application to the SNF via the mySNF platform.

The Lead Agency process is part of the SNSF's project funding scheme and is not a funding scheme in its own right. **When creating a new application in mySNF, select Project Funding Division I-III.** Enter the project partners in Luxembourg as further applicants. Enter the budget of the Swiss project part in the data container "Requested funding". For the Luxembourg budget, fill in the [budget form](#) and upload it in the data container "Lead Agency and other agreements". The research plan must be identical to the one submitted to the FNR. The CVs and research output of the research partners abroad are not required.

As the FNR does not request a data management plan (DMP), the content of the DMP must be entered in the mySNF submission form. In particular, this is also the case when the FNR acts as lead agency. The DMP applies to all research data that will be produced or reused during the course of the project.

3. Participation requirements

The same conditions are applied as for the [project funding](#).

4. Contact details

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5. Documents and links

Lead Agency process with Luxembourg

[FNR website](#)

[FNR guidelines](#)

[Formulaire budgétaire ANR-DFG-FNR-F.R.S FNRS-FWF-FWO](#)

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